



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: July 17, 2020

NUMBER: WDP D20-05

Youth@Work Project Roomkey Placements and Tracking

EXECUTIVE SUMMARY

The purpose of this directive is to provide policy and guidance to Youth@Work County and non-County operated America's Job Centers of California (AJCCs) regarding the placement and tracking of participants at Project Roomkey (PRK) worksites.

REFERENCES

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- WDP D19-43 Youth@Work Worksite Guidelines, Parental Worksite Consent for Minors and Maximum WEX Hours During Safer at Home Order (Revised)
 - Work-Based Learning Technical Assistance Guide (TAG) PY20-21
 - WDP D19-05 Workforce Innovation and Opportunity Act (WIOA) Youth Individual Services Strategy
 - WDP D19-21 Workforce Innovation and Opportunity Act (WIOA) Youth Program Requirements and Determining High Poverty Areas
 - DMA 20-01 CalJOBS Online Non-ETPL Training Provider Request Form

BACKGROUND

On March 18, Gavin Newsom and the State of California launched PRK. PRK is a collaborative effort by the State, County, and the Los Angeles Homeless Services Authority (LAHSA) to secure hotel and motel rooms for vulnerable people experiencing homelessness. It provides a way for people who do not have a home to stay inside to prevent the spread of COVID-19. Project Roomkey aims to not only protect high-risk individuals, but to also prevent the spread of the deadly virus in our communities and protect the capacity of our hospitals and healthcare system.

Due to the countywide need for humanitarian assistance in connection to the pandemic, WDACS will have Youth@Work participants assist with PRK County efforts. Youth will assist PRK sites with the following duties:

- Checking individuals into the hotel/motel
- Supporting all onsite personnel
- Monitoring entrance areas, common areas and hallways
- Clerical duties, such as inputting data
- Assisting with distributing food, clothing and supplies to hotel rooms or individuals.

POLICY AND PROCEDURES

Youth@Work participants may complete the Work Experience (WEX) component of their program at PRK worksites. Youth@Work Work Based-Learning (WBL) participants may complete up to 120 hours of paid WEX at a PRK with County funds. Youth@Work WIOA OSY participants may complete up to 240 hours of WEX for humanitarian efforts at PRK worksites. Youth@Work providers are encouraged to have participants complete additional WEX hours at PRK sites with any other available funding such as WIOA, local grants and other contract awards.

PRK Worksites and Placements

AJCCs will receive worksite agreement(s) for PRK sites in their service area. The intent is to assign sites that are geographically close to the participants residence in order to reduce commute times. PRK worksites have around-the-clock shifts available seven days a week. PRK Worksites may be assigned to more than one AJCC to meet demand. **All individuals placed at PRK worksites must be at least 18 years or older.** AJCCs shall follow all protocol as outlined in the current TAG for WBL or WIOA OSY guidelines, as applicable.

Mandatory Tracking for all Youth@Work Providers

All AJCCs shall capture PRK placements utilizing the [Project Roomkey Tracking Form](#) (Attachment A - Sample PRK Tracking Form). In addition, County-operated AJCCs must also capture placement in CalJOBS.

To track **all** PRK worksite placements and ensure alignment, the [Project Roomkey Tracking Form](#) must be completed per participant, and updated at end of placement. This is a web-based Microsoft form that can only be completed online. **PRK Tracking Form shall be updated in real-time but no later than 24 hours after any placement or end date of a participant.** WDACS will report PRK placements and report information to the Los Angeles County Board of Supervisors utilizing this data. Weekly reports will be sent to all AJCCs for reconciliation. Tracking should include participant's information including start date of work assignment, PRK site assigned, shift assigned, Youth@Work portal or WIOA applicant ID, and funding stream.

To enter a new placement:

- 1) Go to the [Project Roomkey Tracking Form](#)
- 2) Enter Youth@Work Portal application ID number

- 3) Enter participant's name
- 4) Select 'new placement' if you are completing participant's information for the first time
- 5) Follow prompts to complete participant's information

End of placement Update:

- 1) Go to the [Project Roomkey Tracking Form](#)
- 2) Enter Youth@Work Portal application ID number
- 3) Enter participant's name
- 4) Select 'update an existing placement'
- 5) Update information with end of placement date

Note: This tracking form does not substitute any other operational procedure as required by the Youth@Work program.

Youth@Work Portal Entry for all Youth@Work Providers

AJCCs shall capture **all** PRK work experience placements in the Youth@Work Portal for all WBL participants following all TAG procedures. If non-Work Based Learning funds are used to place participants then AJCCs shall select Non-WDACS funds as the funding source in the Youth@Work Portal. PRK worksites must be added to the portal and specifically labeled following the instructions in Attachment B.

CalJOBS Entry for County-Operated AJCCs

County-operated AJCCs shall open corresponding Work Experience activity codes in CalJOBS for WIOA participants. When recording the activity code, AJCCs shall assign the correct worksite under the Service Provider tab for each participant following applicable WIOA policies and procedures.

All PRK worksites have been added to CalJOBS. AJCC shall **select Los Angeles Homeless Service Authority – ID 6943** as the service provider. Once the service provider has been selected, AJCCs shall select the **Project Roomkey – Youth Worker** program and identify a specific hotel from the various locations.

Note: WIOA PRK participants do not need to be captured in the Youth@Work Portal.

ACTION

Youth@Work providers shall ensure that the policy and procedures described herein are communicated throughout the operations, management, and governance structures of its organization and that this directive is appropriately maintained until further notice.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed Youthatwork@wdacs.lacounty.gov.

Irene Pelayo

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[Attachment A: Project Roomkey Tracking Form Sample](#)
[Attachment B: Updating Youth@Work Portal](#)